

## Statement of Deficiencies

### 5307-A.4: Transportation Permission

Not Met

#### Findings/Corrections

5307.A.4. [ 9 ] of [ 10 ] records reviewed of children who were transported to and from schools did not contain signed agreements between the Provider and the parent to transport children. The authorization for daily trip shall include the name of the child, type of service (i.e., to and from home, to and from school), parent's signature and date.

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for one staff. Two other newly hired staff have 30 days to obtain theirs. Please check at follow-up.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 3 staff. Documentation of submission [was not] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

### 5311-B: Extracurricular Personnel

Not Met

#### Findings/Corrections

5311.B.1. The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, for extracurricular personnel: [the speech and hearing therapist], Documentation of submission [ was not ] available prior to the individual being present in the center.

Note: Individuals employed by the school system may have on file at the center, a letter from the school system administrative staff documenting that a criminal record clearance has been obtained from Louisiana State Police.

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that 2 staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

## Statement of Deficiencies

### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [ 2 ] of [ 8 ] staff had documentation of this certification at time of specialist's visit. Director said CPR/Pediatric First Aid training is scheduled for 3/12/05.

Note: training for all other staff expired 3/01/05.

5312.E.2. The Provider has multiple [buildings ] and there was not at least one staff in building #2 with documentation of current approved Infant/Child/Adult certification in CPR.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [ 2 ] of [ 8 ] staff had documentation of this certification at date of specialist's visit.

5312.E.4. The Provider has multiple buildings and there was not at least one staff in building #2 that has documentation of current approved Pediatric First Aid training.

5312.E.5. There was not at least one staff in each vehicle (center provided or contract) with documentation of [CPR and First Aid.] Only one of three regular bus drivers has certification in these.

Substitute bus driver also has the training.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider has parents fill out the daily observation report on their own children, reporting bumps, bruises, illness, etc. These parents do not document explanations for these. Parents should not fill these out--staff should do this. If a parent were abusing his child, he probably would not document it.

Results of staff's daily observation of the children, including an explanation from parent and/or child, shall be documented.

### 5333-F: Vehicles Visual Check

Not Met

#### Findings/Corrections

5333.F. The Provider's documentation of the vehicle check was incomplete and did not always include the [ name of the person conducting the visual check--initials were sometimes used ].

Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

### 5335-F: Visual Check of Vehicle

Not Met

#### Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not always include the [ name of the person conducting the visual check--initials were sometimes used ]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.